



ARLINGTON FINANCE COMMITTEE
MINUTES OF MEETING
COMMUNITY SAFETY BUILDING O'NEILL ROOM
3/9/20 7:30 PM

ATTENDEES:

Gibian	Padaria*	Pokress	Kellar	McKenna*
Blundell*	Wallach	Harmer*	Tosti*	
Ellis*	Foskett*	Deyst*	Kocur*	
White	Beck*	Jones*	Deshler*	
Franclemont*	Howard*	LaCourt*	Carman*	Diggins*

*Indicates present

VISITORS: Minuteman Tech Superintendant Ed Bouquillon, Minuteman Tech Director of Finance Bob Gerardi

1. MINUTES: Voted to approve the minutes of 3/4/20 as revised. Unanimous

2. ART 61 MINUTEMAN TECH: Bouquillon reviewed his school's progress under the 9 town membership with students in the new building. There are no out of district freshmen. Enrollment exceeds design capacity. Arlington is sending 23 more students than last year. Arlington's preliminary assessment is \$4,834,357 operating cost plus \$1,279,014 debt costs. Bouquillon answered many questions from members. The school self insures health care. Bouquillon mission is tech ed for all. To this end the school has restarted evening courses for adults and is considering after school afternoon courses for outside high school students. Belmont is out after a final special election. The latest loan cost 2.5% and included premiums. He attributes the growth in member town enrollment to support from students and their families. 47% of students are on IPs. The school treats the five admission categories equally: academics, attendance, behavior, recommendations, interview.

VOTED \$6,113,371 Unanimous

Budgets

3. TREASURER: Finance SubCom Beck recommended the budget as printed. He explained the increases in expenses are related to tax takings and noted the increase in salary for the appointed (vs. elected) treasurer.

VOTED \$714,576 Unanimous

4. POSTAGE: Finance SubCom Beck recommended the budget as printed. Members wondered why these cost continue to rise as usage falls. Beck responded that bills must still be mailed unless a resident requests electronic billing.

VOTED \$185,969 Unanimous

5. PARKING: Finance SubCom Beck recommended the budget as printed. Note that the offset is from the Arlington Parking District Fund.

VOTED \$57,956. Unanimous

6. FACILITIES: PubWks SubCom Deshler noted that this department is still growing and has a temporary director. She explained several line items and made some changes in expenses.

VOTED \$808,798 Unanimous

7. INSPECTIONS: PubSafe Harmer recommended the budget as printed. He reported that revenue from inspections was about \$1.9m in each of the last 3 years.

VOTED \$534,248 Unanimous

8. LIBRARIES: Library SubCom Franclemont reported that membership in the Minuteman Network costs \$35k per year. She also reported on the procedure to reacquire material that is not returned which finally ends with a personal phone contact.

9. HEALTH AND HUMAN SERVICES: HumSer SubCom Franclemont recommended the budget as printed. She noted that the department, housed in the Senior Center, pays rent to the Urban Renewal Project that owns the building. These rents used to be paid by the non-Town offices that are no longer there.

VOTED \$777,634 Unanimous.

10. VETERANS: HumSer SubCom Franclemont recommended the budget as printed. The benefits are 75% reimbursed by the state except housing benefits that are reimbursed 100%.

VOTED \$380,996 Unanimous

11. COUNCIL ON AGING: HumSer SubCom Franclemont recommended the budget as printed. The rent is for the Senior Center. She will check on state reimbursement for the geriatric nurse.

VOTED \$386,425 Unanimous

12. COUNCIL ON AGING TRANSPORTATION EF: Franclemont to inquire about the transfer from general fund. She reported that the fund balance was \$61,707 on 6/30/19.

13. AYCC EF: HumSer SubCom Franclemont recommended the budget as printed. The fund balance was \$53,212 on 6/30/19. She will inquire about why the new positions and whether the grants for psychiatric nurse and psychiatrist are still covered by a grant.

VOTED \$827,839 Unanimous

14. RESERVE FUND: Finance SubCom Foscett recommended the budget as printed. It is about 1% of the budget.

VOTED \$1,726,724. Unanimous

15. Carman initiated a discussion of whether to vote authority to enable the Chair supported by Vice Chairs to appropriate from the Reserve Fund should the coronavirus make meetings difficult. There was concern that this was more than needed but some near term authority was a good idea.

VOTED: If, in an effort to combat the outbreak of coronavirus / COVIN19 within the town of Arlington, the Town Manager requests a transfer of funds from the Finance Committee Reserve Fund of up to \$100,000, but waiting until the next scheduled Finance Committee meeting is impractical or impossible, the Finance Committee authorizes its Chair, with the consent of one Vice Chair to review, approve and execute the transfer. This authorization shall expire June 30, 2020. Unanimous

16. ART 63 MISCELLANEOUS: The Chair explained the purpose of this indemnification for the previous year's medical costs. He also noted that the \$0 for legal defense creates a mechanism for using the Legal Defense Fund. Refer to the budget P203.

VOTED \$10,666 Unanimous

17. FY20 RESERVE FUND Balance: \$1,547,451.59

18. COMMITTEE: Next meeting Wed 3/11/20. The Town Manager will attend. The Chair has a list of unfinished business that he hopes to complete.

Meeting adjourned at 9:45 PM.

Ref 1 Minuteman FY21 Budget Proposal

Peter Howard 3/10/20
Revised 3/11/20
Revised 3/23/20

March 9, 2020

Presented by:
Edward A. Bouquillon PhD,
Superintendent

Robert J. Gerardi, Jr. PhD
Director of Finance



MINUTEMAN
A REVOLUTION IN LEARNING

FY21 BUDGET PROPOSAL

“Managing Our Success”

Arlington Finance Committee Meeting



Managing Our Success

Revolution In Learning: Inspirational Facility For Careers of Tomorrow

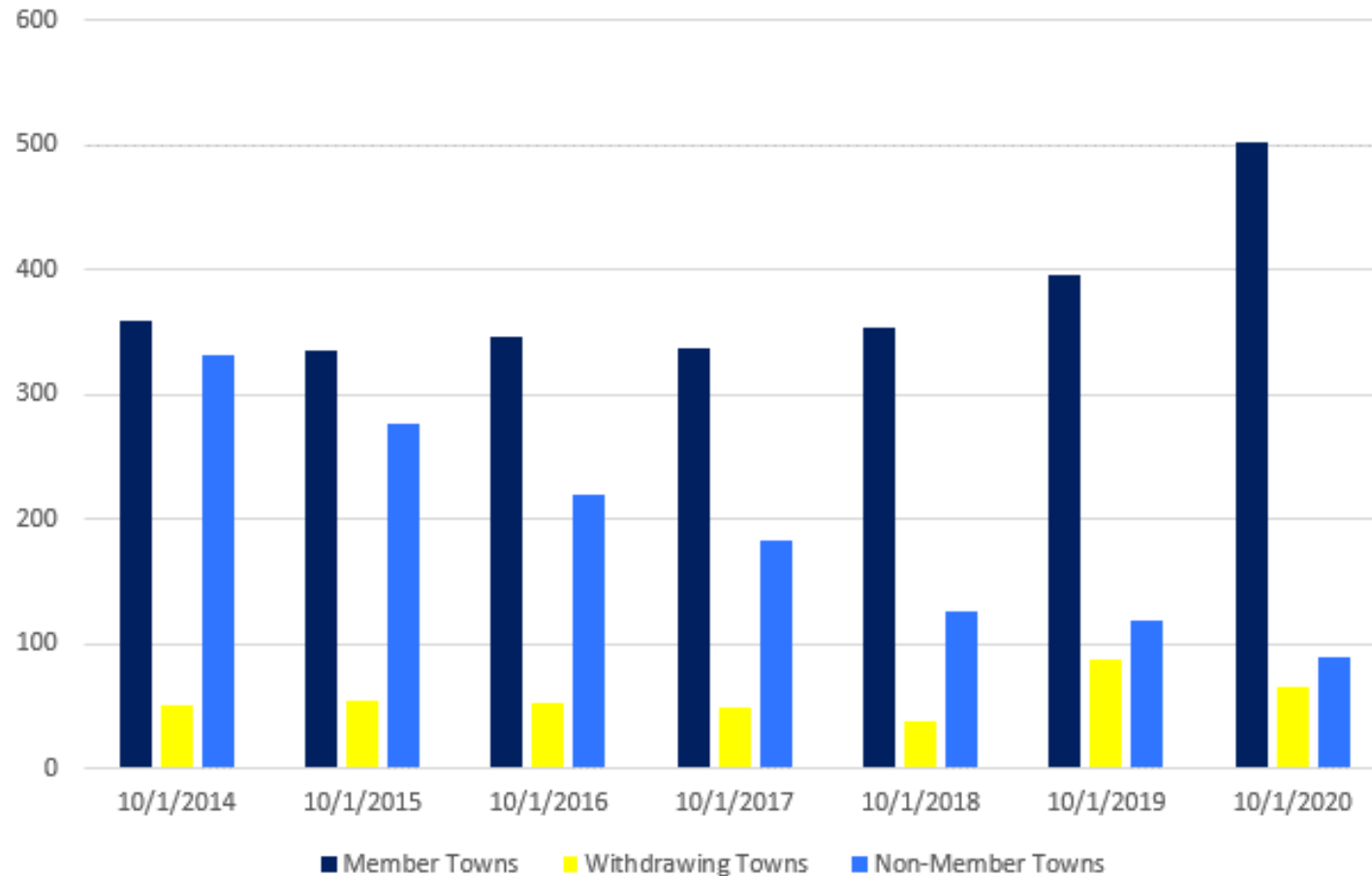


Fulfilled Expectations

- After a five-year effort beginning in 2010, Minuteman Members voted for a **new regional agreement** in 2016.
- State approved **capital fee** on non-district towns.
- New building is 1 year ahead of schedule and on budget.
- **Increased enrollment** from member towns resulting in:
 - NO OUT OF DISTRICT FRESHMEN this fall
 - Enrollment beyond the Design Capacity of 628 (658 projected)
 - A Waiting list for member and non-member students

Overall Enrollment

Staffing decreased by 19.5 FTE from FY15 to FY18 due to declining enrollments. FY19 and FY20 start an increasing enrollment trend.



*10/1/19 does not include Belmont as a member district for reimbursement calculations

FY21 Budget

FY21 Budget – Excluding School Project

Debt Service

\$20,931,014

Increase of 6.46% over FY20 Budget

Building Project – Debt Service

\$4,571,932

FY21 Budget: Major Increases & Drivers

1450 District Technology: \$120,428

3300 Transportation: \$149,246

3510 Athletic Services: \$68,368

5200/5250 Health Ins (8%): \$441,379

8100 Debt Prior Bonds: \$1,062,769

8600 Debt New Bond (3rd): \$414,783

Salary COLA Increase (in negotiation)

Belmont Departure: \$556,102 est.

Arlington FY21 Preliminary Assessment

Minimum Required Contribution	\$ 2,176,870
Operating Assessment	\$ 2,266,729
Transportation Assessment	\$ 187,105
Debt & Capital Assessment	<u>\$ 203,653</u>
Sub-Total	\$ 4,834,357
Building Project – Debt Service*	<u>\$ 1,279,014</u>
Total Assessment	<u><u>\$ 6,113,371</u></u>

**** Debt Service excluded from Prop 2 1/2 limitation***

Arlington FY21 Assessment Change

Total Assessment: \$6,113,371

Assessment Increase: \$728,681

Breakdown of Assessment Change:

• Increase Minimum Required Cont.	\$ 471,519
• Increase Operating Assessment	\$ 107,753
• Decrease Transportation	\$ (7,484)
• Decrease Dept Capital	\$ (9,161)
• Increase – Building Project Debt	<u>\$ 166,054</u>

TOTAL Assessment Change \$ 728,681

FULL ENROLLMENT IS HERE

PREVIOUSLY

LOW Member Enrollment

Full Access to All Programs

TOO MANY Non-members

30-40% Non-member Enrollment

Non-Members Escape Capital

NEW NORMAL

FULL Member Enrollment

Waiting Lists for Members.

“0” Non-member Freshmen

“0” Non-members by FY24

Capital Fee 4 years ONLY

Historical Enrollment

	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	*	FY20	***	FY21
TOWN	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018		2019		2020
Acton	33	28	23	31	30	21	26	30	33	35	35	32		36		62
Arlington	150	135	131	115	139	139	165	152	120	121	115	119		142		187
Bolton	11	11	7	10	10	10	11	10	9	11	11	11		13		15
Concord	20	24	26	22	18	10	7	16	17	21	18	25		25		29
Dover	1	0	1	1	2	2	1	3	2	1	1	0		3		5
Lancaster	29	26	27	23	19	22	27	32	39	38	47	47		54		59
Lexington	67	81	79	89	68	65	52	42	52	55	52	52		62		74
Needham	18	19	17	26	34	27	35	24	25	21	20	21		24		31
Stow	40	25	25	29	23	26	22	19	13	16	16	19		36		40
Belmont	31	33	38	41	41	34	31	31	26	28	22	28		44**		34
Boxborough	12	13	14	16	8	6	5	5	7	4	6	6		6		3
Carlisle	7	8	8	5	7	9	12	8	5	4	2	2		3		3
Lincoln	4	2	3	4	4	4	6	6	11	8	11	10		8		8
Sudbury	11	13	10	18	11	18	22	25	25	22	19	11		14		7
Wayland	18	18	19	12	13	12	11	4	2	7	8	7		10		9
Weston	3	2	2	3	3	4	4	3	5	7	3	1		3		2
Total Member Towns	455	438	430	445	430	409	437	410	391	347	337	354		395		502
Withdrawing Towns										52	49	37		88		66
Non-Member Towns	245	260	250	309	355	340	356	332	277	219	182	125		119		90
TOTAL	700	698	680	754	785	749	793	742	668	618	568	516		602		658

*Occupancy of new school facility

**Not included in FY21 Reimbursement Calculations

***Projected Enrollment based CURRENT APPLICATIONS OF 230 8th Graders(175 In-district freshmen)

In-district until FY17

In-district FY18-FY20

In-district FY21 and Going Forward



Admissions Update: 85 Arlington 8th Grade Applications

70 Offered Admission

As of March 4th, 2020

- 59 Committed to Enroll
- 11 Await Commitment
- 25 Applications are still in Process



Budget History

FISCAL YEAR	BUDGET			DIFFERENCE			%	
	Operating	Capital	Total	Operating	Capital	Total	Operating	Capital
2021	\$20,255,561	\$5,247,385	\$25,502,946	\$1,306,564	\$1,427,552	\$2,734,116	6.90%	37.37%
2020	\$18,948,997	\$3,819,833	\$22,768,830	\$835,380	\$773,310	\$1,608,690	4.61%	25.38%
2019*	\$18,113,617	\$3,046,523	\$21,160,140	\$542,311	\$1,618,350	\$2,160,661	3.09%	113.32%
2018	\$17,571,306	\$1,428,173	\$18,999,479	(\$882,518)	\$153,900	(\$728,618)	-4.78%	12.08%
2017	\$18,453,824	\$1,274,273	\$19,728,097	(\$1,266,124)	\$163,218	(\$1,102,906)	-6.42%	-6.42%
2016**	\$19,719,948	\$1,111,055	\$20,831,003	\$1,089,345	\$96,593	\$1,185,938	5.85%	5.85%
2015**	\$18,630,603	\$1,014,462	\$19,645,065	\$1,427,986	(\$330,019)	\$1,097,967	8.30%	8.30%
2014**	\$17,202,617	\$1,344,481	\$18,547,098	\$826,181	\$469,204	\$1,295,385	5.04%	53.61%

Challenges Now and Ahead

- The withdrawal of towns from the regional district means fewer members to share capital and operating expenses.
- Little to no out-of-district enrollment means reduced or non-existent tuition revenue nor capital fees to offset assessments to remaining members.
- High enrollment creates waiting lists for students desiring high quality career technical education who live both in and out of district.

FY21 Revenue Plan

FY21 Estimated Revenue Plan - Version 2.2 February 4, 2020				
	FY20	FY21	Difference	% Chg.
Operating Budget	18,948,997	20,255,561	1,306,564	6.90%
Capital Equipment/Leases	711,333	675,453	(35,880)	-5.04%
Sub-Total	19,660,330	20,931,014	1,270,684	6.46%
Building Project - Debt Service (1)	3,108,500	4,571,932	1,463,432	47.08%
Non-Assessment Revenue:				
CH. 70 Aid	2,092,403	2,095,633	3,230	0.15%
CH. 71 Reg. Trans. Reimb.	832,392	977,179	144,787	17.39%
Prior Year Tuition	3,047,131	3,048,695	1,564	0.05%
Current Year Tuition	400,000	600,000	200,000	50.00%
Certified E & D	540,000	540,000	-	0.00%
Nonresident Capital Fee		904,023	904,023	0.00%
Total Non-Assessment Revenue	6,911,926	8,165,530	1,253,604	18.14%
Required Member Town Assessments	15,856,904	17,337,416	1,480,512	9.34%
Assessment Allocation by Category:				
Minimum Required Contribution	5,219,175	6,301,553	1,082,378	20.74%
Transportation Budget	561,777	509,236	(52,541)	-9.35%
ESCO Lease Assessment (2)	506,333	520,453	14,120	2.79%
Capital Equipment/Leases	205,000	155,000	(50,000)	-24.39%
Assessments over Minimum Contribution	6,256,119	6,183,265	(72,854)	-1.16%
Building Project - Debt Assessment	3,108,500	3,667,909	559,409	18.00%
Total Assessments (3)	15,856,904	17,337,416	1,480,512	9.34%





Discussion

FY21 BUDGET PROPOSAL

Class of 2019 Achievements

- 63% of Students Entered College
 - 33% of Students Entered Career
 - 3% of Students Entered Adv. Technical Training
-
- 100% Certification Rates In:
 - Early Education
 - Environmental Technology
 - Biotechnology
 - Horticulture
 - Health Assisting
 - Career Placements In:
 - IBEW Local 103
 - Habitat for Humanity
 - Driscoll Electric
 - Dan-Cel Plumbing & Heating
 - MIT Lincoln Lab
 - Total Green Solutions
 - Colleges/Universities Include:
 - Carnegie Mellon
 - Boston University
 - Worcester Poly. Tech.
 - Norwich University
 - Gordon College
 - University of Mass.

School Wide Goals 2020-2021

Deepen the Minuteman Academy Model using professional learning communities to:

1. Promote teacher leadership.
2. Provide a healthy, safe, supportive campus and culture.
3. Gather, share, and analyze data to improve student outcomes.
4. Using technology to enhance learning.
5. Integrate academic and CVTE curriculum maps.
6. Implement robust project-based learning within and between pathways.
7. Increase integration of literacy and math skills across all areas.

